



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-121

Date: March 16, 2012

14 FAM 560

ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES

Changes

1. This Change Transmittal issues the following revision to subchapter 14 FAM 560:
 - **14 FAM 566.3-1, General:** Reimbursement for expenses of travel will be the lesser of (1) mileage for the authorized mode of travel at the rates provided in 14 FAM 566.2-2, plus related per diem; or (2) for the portion of the route connected by air service, reimbursement may not exceed the constructive cost of the authorized U.S. Government fare for the authorized mode of travel on a direct route, plus related per diem and other expenses. For any portion of the route not connected by air service, reimbursement may not exceed the constructive cost of commercial fares on a surface common carrier.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 560 (CT:LOG-115; 01-18-2012) and insert revised subchapter 14 FAM 560 (CT:LOG-121; 03-16-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-121, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.